



ODIN/GRC Quality Management System Procedure

1.0 PURPOSE:

Reason why this document is needed: e.g., to ensure that customer requests are fulfilled within the service levels; to ensure that procedures are up to date and accessible to those who need them, etc.

2.0 SCOPE:

Who or what organizations, and the conditions to which this procedure applies.

3.0 RELATED DOCUMENTATION:

Referenced or required documents, especially those that must be used in conjunction with this procedure, including standards, customer documents or contracts, controlled data. Hyperlinks to specific documentation may be used here.

4.0 RESPONSIBILITIES:

Responsibilities and accountabilities listed by functional title or assignment: e.g. Manager, Network Administrator, etc. It is not necessary to identify the position title that is assigned by HR.

5.0 PROCEDURE:

Describe the activities in the procedure. Attached flowcharts, block diagrams, and lists are acceptable. Use bulleted lists for items that do not require a specific order of execution; use numbered lists for items that must be performed in a specific sequence. Hyperlinks to flowcharts, other procedures or forms may be used here.

6.0 RECORDS:

Quality records generated by this procedure to maintain an audit trail or provide evidence or record of compliance. Take into account corporate, legal, and contractual records requirements. Include record title, responsibility for retention (by function), minimum retention time, location, and any special storage, indexing, filing, access, archiving, or disposal requirements.

NOTES

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1.0 PROC. HEADING 1

1.1 Proc. Heading 2

1.1.1 Proc. Heading 3

1.1.1.1 PROC. HEADING 4

Proc. Paragraph (normal paragraph style)

PROC. CONTROL INFO (header for control information page)

Proc. Control Headings (headings for areas on control information page)

Caption

Page Number (document name and number, page number, etc.)



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1.0 PURPOSE

2.0 SCOPE

3.0 RELATED DOCUMENTATION

4.0 RESPONSIBILITIES

Title	Responsibility



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5.0 PROCEDURE *(see attachment(s))*



6.0 RECORDS

[illegible]



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CONTROL INFORMATION

Author:

Approved By: _____
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Document History:

Issue	Description of Change	Date